

Privacy Notice
in respect of data collected & processed for
The Limerick Area Post-Primary Schools' Common Application System
2024/2025

Purpose

The Common Application System (CAS) is the process whereby the transfer of pupils from primary school to a participating post-primary school in the Limerick area is managed. The purpose for which the 17 schools collect, and Limerick Education Support Centre processes your data and the data of your child/ward (*the applicant*) is:

- ***To support and assist the parent(s)/guardian(s) of children seeking a place in one of the 17 CAS post-primary schools in Limerick city and environs.***

In the event that you do not provide the data requested, it will not be possible to process your application under the Scheme.

Data Controller(s)

The 17 participating schools in the Common Application System from Limerick city and environs are represented by the Limerick Principals & Deputy Principals Association – LPDPA.

Each school from the 17 participating CAS post-primary schools who receives a CAS form becomes the data controller for that data.

If you have a query or receive a refusal from your school of 1st choice, please contact the Secretary of the Board of Management of that school directly.

If you have a query regarding an offer or a refusal from any school other than your No. 1 choice, please contact the Secretary of the Board of Management of the school that made the offer/refusal.

Data Processor

Limerick Education Support Centre is the data processor for the processing of your data.

If you have a query in respect of the processing of your data, please send an email to gdpr@lec.ie.

Data subjects

Parent(s)/guardian(s) who complete the Limerick Area post-Primary Schools' Common Application Form on behalf of their child/ward (*the applicant*).

- Child/ward (*the applicant*) of parent(s)/guardian(s) who complete the Limerick Area post-Primary Schools' Common Application on their behalf.
- Siblings of the applicant

What data do we collect?

The following information is collected about the parent(s)/guardian(s):

- Name(s) of parent(s)/guardian(s)
- Address
- Contact Number
- E-mail address

The following information is collected about the (applicant)

- Name of child (applicant)
- Address
- Date of birth
- Gender
- PPS number
- Religion
- Nationality
- Parish in which the applicant resides
- Name of Primary School
- Applicant's choice of schools in rank order from 1 – 11

The following information is requested about the sibling(s) of the applicant (where relevant):

- Name(s) of sibling(s)
- Name of Post-Primary School

Data Sharing

- The school of 1st choice will share the CAS form & its data with Limerick Education Support Centre provided that you consent to such sharing. To consent to this sharing of data you must tick the consent box at No. 1 under the GDPR Section of the Application Form.

In the event that you do not consent to this data being shared by the school of 1st choice with Limerick Education Support Centre, it will not be possible to process your application under the Scheme.

- If a child does not receive their school of 1st choice, the Application Form will be shared by Limerick Education Support Centre with schools 2-11, in the order of preference, provided that you consent to such sharing. To consent to this sharing of data you must tick the consent box at No. 2 under the GDPR Section of the Application Form.

In the event that you do not consent to this data being shared with the schools listed 2-11 on your Application form, the CAS form will be submitted to the school of first choice only. It will not be shared with any of the schools listed 2-11 and your child/ward will not secure a place in a post-primary school in the Common Application System area through this process.

- Data will be shared with the Department of Education if requested.

Storage period

The data processed by Limerick Education Support Centre will be retained for a period of 3 years to enable the completion of the CAS process for 2024/2025 and to ensure that there is a record, in case of a further application by the applicant for a school place during the 2025/2026 school year. All records (*database and paper copies*) will be deleted in September 2026.

Please consult each individual school's GDPR policy for further information regarding their data protection and retention policies.

Data Subject Rights

- Please note that you have a right to request access to your data and that of your child/ward (*applicant*).
- You have the right to correct your data, seek to restrict how it may be processed or object to how it may be processed.
- While you have a right to have your data or that of your child/ward (*applicant*) deleted from the records of Limerick Education Support Centre, we may not be able to agree to your request if it is less than 3 years since you submitted your application under this scheme.
- You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie